

OGE SF 450 Notice

Background. The Joint Ethics Regulations imposes an annual requirement for certain civilian and military personnel to file a Confidential Disclosure Report (Office of Government Ethics (OGE) Form 450) by 30 November annually and that individuals who file the report complete ethics training by 31 December.

Discussion. Supervisors should only require those personnel who hold contracting or procurement positions, or administer grants or licenses, or engage in other activities that have a substantial economic effect on non-Federal entities (e.g., defense contractors) to file a report. Note also that the General Counsel of the Navy has excluded from the filing requirement micro-purchasers making annual purchases totaling less than the simplified acquisition threshold (currently \$100,000.00).

Once you determine who should file, have them complete the OGE form 450 and submit it to their supervisor for review and signature. They can also complete the OGE Form 450 on line or download electronic versions at the <http://ethics.navy.mil/forms.asp> website and print a copy for filing and signature. The report covers the period from 1 Oct 02 to 30 Sep 03, and should be filed with supervisors by 30 Nov 03.

Prior to signing, supervisors should determine if any of the reported financial interests reveal a conflict of interest with the reporting individual's current or anticipated future duties. If such a conflict is revealed, the supervisor should note it on the report. As always, supervisory review is the initial and most important link in the identification of potential conflicts of interest.